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**Human Resources**

Promotion application form

for support and professional and managerial staff

(all grades)

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| If you need a copy of this application form in an alternative format (e.g.large print), please contact the Promotions team on extension 35775 or email promotions@leeds.ac.ukBefore completing this form, please read through the promotions process, which can be found on the HR website.**Completing the form**Please read through the criteria guidance which gives further details about each criteria and examples to guide you in the right direction.All the promotion criteria can be found at <http://hr.leeds.ac.uk/promotion_criteria> Please complete sections 1 to 4 of the application form in black ink or type. If you are applying to grade 10, you should also submit your CV with your application.**Submitting your form**When completed, please forward to your local HR team who will send it to your Head of School/Service for verification (section 6). Once verified, your application will be returned to your HR team for a final check before it is sent to Promotions team, Central HR who will organise your panel. Please do not submit any other documents to support your application unless your panel requests further information.  |

**Section 1: Personal Details**

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| --- | --- |
| Staff number |  |
|  |
| Title  |  | Forename(s) |  |
| Surname |  | Known as:  |  |
| Telephone number (work) |  |
| Email address (work) |  |
| School/Institute/Service |  |
| Faculty/Service |  |

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| --- | --- |
| Current job title |  |
| Current grade and salary |  |
| Current fte (e.g. 60%fte) |  |
| Date of appointment to current post |  |
| Application for promotion to grade |  |
| Please tick if you have applied for promotion in the last 12 months. Normally, your application will not be considered if you have applied for promotion in the last 12 months, please speak to your HR Manager or Officer before completing your application.  |  |

**Section 2: Promotion details**

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| Grade 3 criteria is split into 3 sections and all the other grades are split into two sections, A and B. Please address all the criteria in section A and the required number from section B (and section C for grade 3). The number of section B criteria does vary with each grade so please check the criteria carefully. |
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| **Grade 3 criteria** |
| This gradehas 3 sections - A, B and C. Please address all the criteria in section A, choose one of the criterion from section B and one of the criterion from section C. |
| Please tick which of additional criteria you are evidencing |
| Section B | **B1** | **B2** |
|  |  |
| Section C | **C1** | **C2** |
|  |  |
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| **Grades 4 – 10 criteria** |
| Please state below which criteria from section B you are evidencing. |
| **Example** |  |
|  | **Criteria** |
| Grade 7 | B2, B6, B8 |
|  |
|  | **Section B criteria** |
| Grade 4 |  |
| Grade 5 |  |
| Grade 6 |  |
| Grade 7 |  |
| Grade 8 |  |
| Grade 9 |  |
| Grade 10 |  |

**Section 3: Evidence summary**

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| Please use this space to describe how you meet the criteria that you are addressing. You can use evidence from your previous roles at the University and from those external to the University.Please provide evidence for all the criteria in section A and for your chosen criteria in section B (and C for grade 3). You may find it easier to have each of the criteria as a heading and provide your evidence underneath each one. Your evidence can demonstrate more than one criterion and if you wish to combine two or more criteria and address these with a single answer please specify this.Please limit your evidence to 6 sides of A4 (no more than 4000 words). |

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| **Evidence** Note: cells will expand as you type. |
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**Section 4: Declaration**

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| **Please tick to confirm that all the information contained in your application is true and accurate and that you operate in line with the University’s values and standards** |  |

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| Enter date that you sent your application to your HR team |  |

**Section 5: Verification – To be completed by your Head of School/Service**

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| You may wish to consult with other relevant people and with your HR Manager. You may also wish refer to the verifiers’ guidance available on the HR website |
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| Please tick to confirm: | **✓** |
| that the criteria addressed by the applicant fit with the Faculty/School/Service strategy and are appropriate to the agreed role |  |
| that you have considered the evidence provided about the activities currently being undertaken by the applicant and they provide a full and accurate representation in the context of the requirements of the higher grade. |  |
| that you believe that the responsibility, autonomy and complexity of the role are reflected accurately throughout the application. |  |
| that any comments you have made on the application are clearly marked as your own and have been fed back to the applicant. |  |
| that the applicant operates in line with the University values and standards. If concerns have been raised, please speak to your Faculty/Service HR Manager. |  |
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| If you are unable to verify any of the above or would like to comment on any workload agreements, please give further details. |
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| --- | --- |
| **Name**  |  |

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| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

If emailing application, no signature is required.Please send the verified application to your Faculty/Service HR Manager |

**Section 6: For completion by your Human Resources Manager**

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| Please tick to confirm the following: | **✓** |
| Financial approval has been given /finance are aware of the promotion for planning purposes (if applicable) |  |
| The applicant has addressed the correct grade criteria, and filled in all relevant sections of the form |  |
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| Please suggest the faculty/service members of the promotions panel |
| Chair: Dean/Head of School/Service (or nominee) |  |
| School/Service representative: |  |
| HR Manager/Officer (or nominee) |  |
| Notes:  |
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| --- | --- |
| **Name**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

If emailing application, no signature is required.Please pass the completed form with supporting documents to the Promotions team to arrange the panel. |